



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
Denver, CO 80225-0047

1221 (HR-200) P

November 4, 2002

EMS TRANSMISSION:
Information Bulletin No. HR-2003-016

To: All BC, HR, NI, and ST Employees
From: Director, National Human Resources Management Center
Subject: Extension of FY2001 Instruction Memoranda
Program: Directives

Purpose: This Instruction Memorandum (IM) identifies the IMs that will be extended for an additional year.

Policy/Action: The FY2001 IMs identified on the attached list have been extended at the request of the program office. These IMs will expire on 09/30/03 and will not be extended further. Long-term policies and procedures contained in these IMs must be incorporated in either a permanent directive (manual section or handbook) or reissued as a new IM.

Timeframe: Effective immediately.

Budget Impact: Minimal.

Background: This information was solicited to ensure that continuing direction issued via temporary directive does not expire prior to being incorporated into the appropriate manual or handbook.

Manual/Handbook Sections Affected: Refer to MS 1221, Directives.

Coordination: Denver National Centers Group Administrators.

Contact: If you have any questions, please contact Robert Martinez at (303) 236-6362.

Signed by:
Linda D. Sedbrook
Director, NHRMC

Authenticated by:
Luron Porter
Staff Assistant

1 Attachment

1 - List of Extended Instruction Memoranda (1 pp)

IM No.	Subj. Code	Acc. Code	Subject	Orig. Office	Issue Date	Addressee	Exp. Date
BC-2001-010	1315/ 1580	N	Capitalized or Non-Capitalized Controlled Personal Property Purchased with Reimbursable Project Funding	BC-610 BC680B	12/18/00	All Field Offices	09/30/03
BC-2001-018	1520	N	Capitalized or Non-Capitalized Controlled Personal Property Purchased with Reimbursable Project Funding	BC-680	01/26/01	All Field Officials	09/30/03
BC-2001-021	1534	P	Procedures for Government Furnished Quarters Reimbursement	BC-680	01/26/01	All Field Officials Attn Government Furnished Quarters Personnel	09/30/03
BC-2001-039 Change 2	1376.2	N	Prompt Payment Procedures for the BLM Employee	BC-620	07/02/01	All Washington Office and Field Officials Attn: Procurement Personnel, Contracting Officer's Representatives, and Accounts Payable Personnel	09/30/03
BC-2001-043	1510	N	Line Item Accounting Requirements	BC-620	07/13/01	All Washington Office and Field Officials Attn: Procurement Personnel	09/30/03
BC-2001-051 Change 1	1692	L	Unliquidated Obligations Report Review for Non-Procurement Transactions	BC-620	05/30/02	BC-610, BC-650, BC-660	09/30/03
HR-2001-013	1400- 630	P	Procedures for Solicitation of Leave Donations Departmentwide and Termination of a Medical Emergency under the voluntary Leave Share Program	HR-220	01/20/01	Servicing Personnel Offices	09/30/03

Attachment 1